

Manual of Security Policies and Procedures

Section I - Security Administration

<u>CHAPTER 1 - SECURITY AUTHORITIES AND APPLICATION</u>

- 101 Purpose 102 Authority
- 103 Delegation of Authority
- 104 Statuses and Applicability of the Security Manual
- 105 Issuance of the Security Manual
- 106 Interpretation
- 107 Supplementary Requirements and Guidance
- 108 Requests for Exception to Policy or Procedure
- 109 Effect on Other Orders

<u>CHAPTER 2</u> - <u>SECURITY RESPONSIBILITIES</u>

- **Security Planning**
- 202 Roles and Responsibilities
- 203 Administrative and Judicial Action
- 204 After Hours Security Checks and Self Inspections

CHAPTER 3 - **SECURITY EDUCATION AND AWARENESS**

- 301 Security Education and Awareness
- 302 Security Briefings

CHAPTER 4 - OPERATIONS SECURITY

- 401 Definition
- 402 OPSEC Threat Assessment
- 403 OPSEC Review Process

Security Manual - Table of Contents



CHAPTER 5 - SECURITY INSPECTIONS AND ASSISTANCE

501	Purpose
7111	PHITMACE

- 502 Inspection Procedures and Frequency of Compliance Reviews
- **503** Coverage of Compliance Inspections
- **Self Inspection**

CHAPTER 6 - INCIDENT REPORTING

- 601 Incident Reporting System
- **Reporting Procedures**

CHAPTER 7 - EMERGENCY PLANNING AND EVACUATION

- **To a serious 701** Emergency Planning
- **702** Phased Security Procedures

CHAPTER 8 - FOREIGN TRAVEL

- **801** Travel Security
- 802 Conduct and Reporting Requirements
- 803 Briefing and Debriefing

Section II - Personnel Security

CHAPTER 9 - **PERSONNEL SECURITY POLICIES**

- 901 Purpose
- 902 Application
- 903 Personnel Security Policies

CHAPTER 10 - POSITION DESIGNATION

- 1001 Position Risk and Sensitivity Designation
- 1002 Designation of Employee Positions
- 1003 Designation of Non-Employee Positions



CHAPTER 11 - **INVESTIGATIVE PROCESSING**

1101	Security and Suitability Investigations
1102	Types of Security and Suitability Investigations
1103	Investigative Requirements for Applicants and Employees
1104	Investigative Requirements for Non-Employees
1105	Investigative Results

CHAPTER 12- ACCESS TO NATIONAL SECURITY INFORMATION

1201	Granting Access to Classified Information
1202	Requesting a Security Clearance
1203	Administrative Downgrade or Termination of Security Clearance
1204	Suspension and Revocation of Access Eligibility for Cause
1205	Access to Classified Information for Employees
1206	Access to Classified Information for Non-Employees

CHAPTER 13 - SECURITY ADJUDICATION CRITERIA

1301	Adjudication Determinations
1302	National Security Determinations
1303	Criteria for Making National Security Determinations

<u>CHAPTER 14</u> - <u>SUSPENSION, REVOCATION, AND DENIAL OF</u> ACCESS TO NATIONAL SECURITY INFORMATION

UNDER CONSTRUCTION



CHAPTER 15 - SPECIAL ACCESS

1501	Special Access Programs
1502	Special Access Program Policies
1503	Special Access Program Interagency Agreement
1504	Sensitive Compartmented Information
1505	SCI Program Management
1506	Request for Special Access to SCI
1507	SCI Security Education
1508	Travel of Employees with SCI Access
1509	Accreditation of SCI Facilities
1510	North Atlantic Treaty Organization Security Clearance
1511	Department of Energy "Q" and "L" Security Clearances
1512	Cryptographic Clearance

<u>CHAPTER 16</u> - <u>FOREIGN NATIONAL VISITOR ACCESS TO</u> <u>DEPARTMENTAL FACILITIES AND ACTIVITIES</u>

1601 Foreign National Visitor Access Policy1602 Request for Visit from Foreign Nationals

Section III - National Security Information

CHAPTER 17 - NATIONAL SECURITY INFORMATION POLICIES

1701	Purpose
1702	Application
1703	National Security Information Policies
1704	Statutory Requirements
1705	Classified Projects Sponsored by Other Government Agencies
1706	Procedural Exemptions
1707	Reporting Requirements



CHAPTER 18 - SECURITY CLASSIFICATION

1901	Classification Principles
1802	Classification Levels
1803	Original Classification Standards
1804	Classification Authority
1805	Classification Categories
1806	Duration of Classification under E.O. 12958
1807	Tentative Classification
1808	Department of Commerce National Security Classification Guide
1809	Limitations on Classifying Information
1810	Classification Challenges
1811	Derivative Classification
1812	Policy on Transfer of Scientific, Technical and Engineering Information

CHAPTER 19 - DECLASSIFICATION AND DOWNGRADING

1901	Authority for Declassification
1902	Downgrading
1903	Transferred Information
1904	Automatic Declassification
1905	Declassification Guides
1906	Systematic Declassification Review
1907	Mandatory Declassification Review
1908	Processing Requests and Reviews
	~ <u>-</u>

CHAPTER 20 - MARKING

2001	Marking Standards
2002	Marking of Classification Level
2003	Original Classification Primary Markings
2004	Exemption from Declassification
2005	Citing Information Classified under Prior Executive Orders
2006	Derivative Classification Blocks
2007	Downgrading
2008	Changes in Classification Markings
2009	Transmittal Documents
2010	Other Markings
2011	Telegrams and Cables
2012	Files, Folders, and Binders
2013	Other Materials



CHAPTER 21 - ACCESS AND DISSEMINATION

2101	Access to Classified Information
2102	Downgrade or Termination
2103	Restrictions
2104	Certification of Security Clearance
2105	Access by Historical Researchers and Former Presidential Appointees
2106	Access by Foreign Nationals, Foreign Governments, International
	Organizations, and Immigrant Aliens
2107	Dissemination of Commerce Classified Information
2108	Dissemination of Other Agency Information
2109	Dissemination Outside the Executive Branch
2110	Dissemination Outside the Federal Government
2111	Dissemination of Restricted and Formerly Restricted Data

CHAPTER 22 - TRANSMISSION

Transmittal Outside Departmental Facilities
Transmittal Within Departmental Facilities
Receipt of Classified Information
Methods of Transmission
Hand-Carrying Classified Information
Designation of Couriers
Courier Authorization Card

CHAPTER 23 - CUSTODY AND ACCOUNTABILITY

2301	Custody of Classified Information
	·
2302	Custody During Emergencies
2303	Relocating Containers Housing Classified Information
2304	Accountability of Classified Information
2305	Annual Inventory and Disposal of Classified Holdings
2306	Working Papers
2307	Destruction of Classified Material
2308	End-Of-Day Security Check
2309	Copier Security
2310	Mail Processing Facilities



CHAPTER 24 - **STORAGE**

2401	Protecting Classified Information
2402	Storage Standards
2403	Storage of Top Secret Information
2404	Storage of Secret and Confidential Information
2405	Classified Combinations
2406	Open-Closed Signs
2407	Security Container Check Sheet
2408	Surplus Security Containers

<u>CHAPTER 25</u> - <u>SECURITY COMPROMISES, VIOLATIONS, AND SANCTIONS</u>

UNDER CONSTRUCTION

<u>CHAPTER 26</u> - <u>SAFEGUARDING NORTH ATLANTIC TREATY</u> ORGANIZATION INFORMATION

2601	Purpose
2602	NATO Classified Information
2603	Other NATO Information
2604	Commerce NATO Subregistry
2605	Security Clearance Requirements for NATO
2606	NATO Briefing and Debriefing
2607	Storage, Transfer, and Destruction of NATO Documents
2608	Additional NATO Security Guidance and NATO Marking Instructions



CHAPTER 27 - FOREIGN GOVERNMENT INFORMATION

	CVT 4.04 .4	
2701	Classification	ì

- 2702 **Duration of Classification**
- 2703 **Declassification**
- 2704 **Marking**

CHAPTER 28 - COMMUNICATIONS SECURITY

2801	Commun	ications	Security	Measures

- **COMSEC Requirements** 2802
- 2803 **COMSEC Roles and Responsibilities**
- 2804 **COMSEC Inspections**
- 2805 **Reporting COMSEC Security Violations**

CHAPTER 29 - CLASSIFIED INFORMATION SYSTEMS

- 2901 **Information Technology Security Requirements**
- **Periodic Review of Systems** 2902
- 2903 **Roles and Responsibilities**
- 2904 **Additional Information**

Section IV - Physical Security

CHAPTER 30 - PHYSICAL SECURITY POLICIES

- 3001 **Purpose** 3002 **Application**
- **Physical Security Policies** 3003

CHAPTER 31 - PHYSICAL SECURITY PLANNING

- 3101 **Security Planning**
- 3102 **Facility Protection**
- **Planning Facility Protection** 3103
- **Design Factors** 3104
- 3105 **Surveys and Inspections**

Security Manual - Table of Contents



CHAPTER 32 - EXTERIOR PROTECTION

Perimeter Security Measures
Fencing
Gates
Protective Lighting
Perimeter Intrusion Detection
Doors
Windows
Manholes, Grates, and Storm Drains
Roof Openings
Shafts, Vents, and Ducts
Fire Escapes and Building Walls
Facilities in Remote Locations
Signage

CHAPTER 33 - INTERIOR PROTECTION

3301	Interior Security Controls
3302	Area Designations
3303	Challenge Authority
3304	Property Control
3305	Intrusion Detection Systems
3306	Security Vaults
3307	Strongrooms

$\frac{\textbf{CHAPTER 34}}{\textbf{FACILITIES}} - \frac{\textbf{IDENTIFICATION AND ADMITTANCE TO}}{\textbf{FACILITIES}}$

3401	Identification
3402	Forms of Identification
3403	Procedures for Issuance and Renewal
3404	Admittance to Departmental Facilities

CHAPTER 35 - **LOCKS AND KEYS**

3501	Security Requirements
3502	Types of Devices
3503	Changing A Combination
3504	Kevs



CHAPTER 36 - GUARD SERVICES

2601	TO 4 1 1 771 NT 1
3601	Determining The Need
3602	Typical Guard Duties
3603	Personnel Requirements
3604	Supervision
3605	Jurisdiction
3606	Federal Protective Service
3607	Responsibility By Facility Type
3608	Contracting for Guard Service
3609	Guard Force Standard Operating Procedures
3610	Guard Force Management

CHAPTER 37 - STORAGE AND DESTRUCTION EQUIPMENT

3701	Physical Protection and Storage of Materials
3702	Security Containers
3703	Destruction Equipment

CHAPTER 38 - SECURITY FOR SPECIAL FUNCTIONS

3801	Safeguarding Critical Functions and Facilities
3802	Printing/Reproduction of Classified Information
3803	Protection of Funds
3804	Firearms
3805	Controlled Substances Stored for Medical, Research, or Evidentiary Purposes
3806	Shipping/Receiving and Storage Areas
3807	Mail Room
3808	Child Care Facilities

CHAPTER 39 - **COMPUTER SYSTEMS & FACILITIES**

3901	Protection of Automated Information Systems
3902	Facility Design
3903	Walls and Windows
3904	Doors and Locking Hardware
3905	Access Control
3906	Fire Protection
3907	Data Storage Areas
3908	Personal Computers and Office Automation Equipment



CHAPTER 40 - SHIPBOARD AND AIRCRAFT SECURITY

4001 **Shipboard Security** 4002 Responsibilities

4003 **Shipboard Security Program**

Active Vessels 4004 4005 **Inactive Vessels** 4006 **Aircraft Security** Responsibilities 4007

4008 **Aircraft Security Programs**

4009 **Aircraft Security**

Section V - Other Security Activities and Functions

CHAPTER 41 - SENSITIVE AND ADMINISTRATIVELY CONTROLLED **INFORMATION**

UNDER CONSTRUCTION

CHAPTER 42 - COUNTERINTELLIGENCE

4201	Purpose
4202	Authority
4203	Application
4204	The Threat

4205 **Counterintelligence Policy**

4206 **Counterintelligence Inquiries**

4207 Threat Analysis, Notification, and Awareness



4208	Counterintelligence Vulnerability Assessments
4209	Technical Surveillance Countermeasures
4210	Foreign Contacts
4211	International Treaty/Agreement Support
4212	Counterintelligence Community Liaison
4213	Counterintelligence Support to Critical Infrastructure Protection
4214	Counterterrorism
4215	Counterintelligence Support to Departmental Activities
4216	Counterintelligence Activities in the Operating Units

CHAPTER 43- INDUSTRIAL SECURITY

4301	Purpose
4302	Authority
4303	Application
4304	Roles and Responsibilities
4305	Determination of Facility Clearance and Personnel
	Clearance of Contractors or Consultants
4306	Processing Requirements

CHAPTER 44- EMERGENCY PREPAREDNESS

UNDER CONSTRUCTION

CHAPTER 45- **OVERSEAS SECURITY**

UNDER CONSTRUCTION



<u>Appendix</u> <u>Title</u>

\mathbf{A}	Glossary of Security Acronyms and Terms
В	Position Designation
\mathbf{C}	Minimum Requirements for Personnel Investigations
D	Processing Personnel Security and Suitability Investigations
${f E}$	Obtaining Access to Classified Information
\mathbf{F}	Contract Language for Moderate and High Risk Contracts
G	Contract Language for Low Risk Contracts
H	Child Care Provider Processing - General Guidance for
	Investigations
I	National Security Information Inspections
J	DOC National Security Classification Guide
K	DOJ Standards for Protection of Federal Facilities
L	Sample Memo on Building Security for Employees
\mathbf{M}	Office Security Checklist
N	Physical Security Checklist for Personnel Computer Users
O	Facilities Security Checklist
P	Disbursing Office and Imprest Fund Checklist
Q	Shipping/Receiving and Warehouse Facilities Checklist
R	Homeland Security National Security Alert Levels
S	Bomb Threat Procedures
T	Firearms/Weapons/Use of Force Policy

Security Manual - Table of Contents